



INFORMATION SHEET

North East Scotland College (NESCo) is approved by Skills Development Scotland (SDS) to deliver the Modern Apprenticeship (MA) programme. The Scottish Government contributes towards the cost of Modern Apprenticeship training via SDS. This funding covers some or all of the direct costs of the apprentice's training through the College.

The Modern Apprenticeship is an industry standard qualification that has been designed for those who wish to gain competence at a recognised level within their workplace. The qualification frameworks are flexible and include a wide variety of options that can relate to industries across many sectors. This ensures that the candidates are achieving transferable skills and competencies that are valuable to them, their organisation and the wider economy.

The NESCo programme offers the following apprenticeships for employers and their employees: business and administration; engineering; hairdressing; health & social care; logistic operations; management; motor vehicle and warehousing storage & distribution.

BUSINESS AND ADMINISTRATION

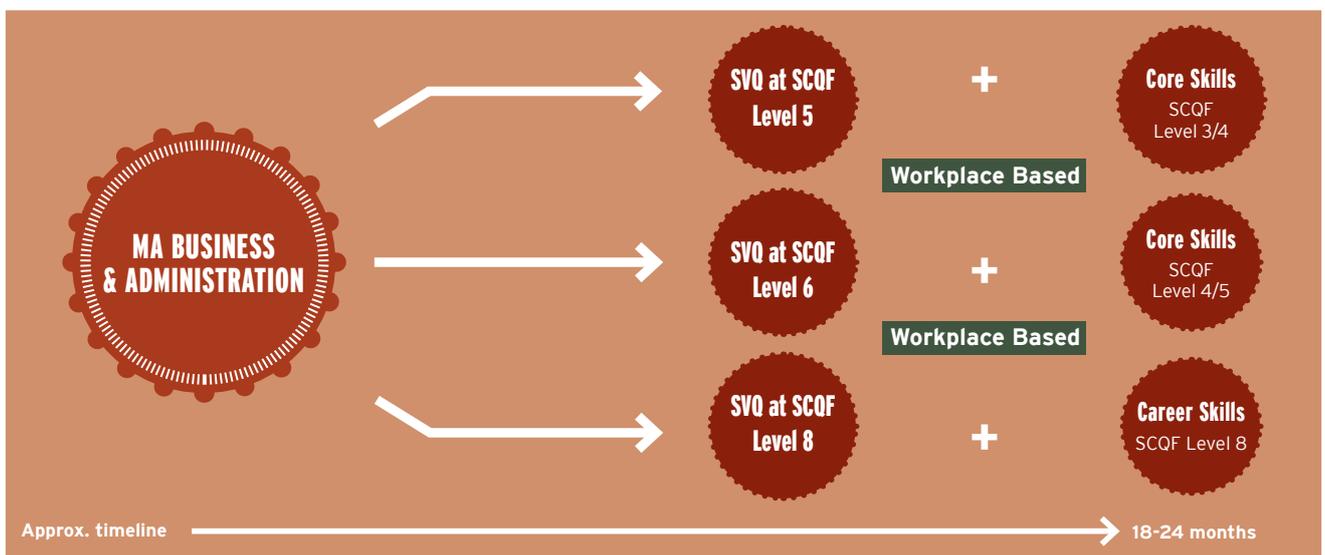
This apprenticeship is suitable for individuals employed in an administration role within an organisation.

There are three levels of apprenticeship offered delivering an SVQ in Business and Administration at SCQF Levels 5,6 and 8. All are workplace based and consist of work based units relative to the candidate's job role. These must be completed together with the relevant Core or Career Skills.

An MA in Business and Administration will typically require a company commitment of 2 hours per week of protected learning time. On average apprenticeships can be completed within 18-24 months.

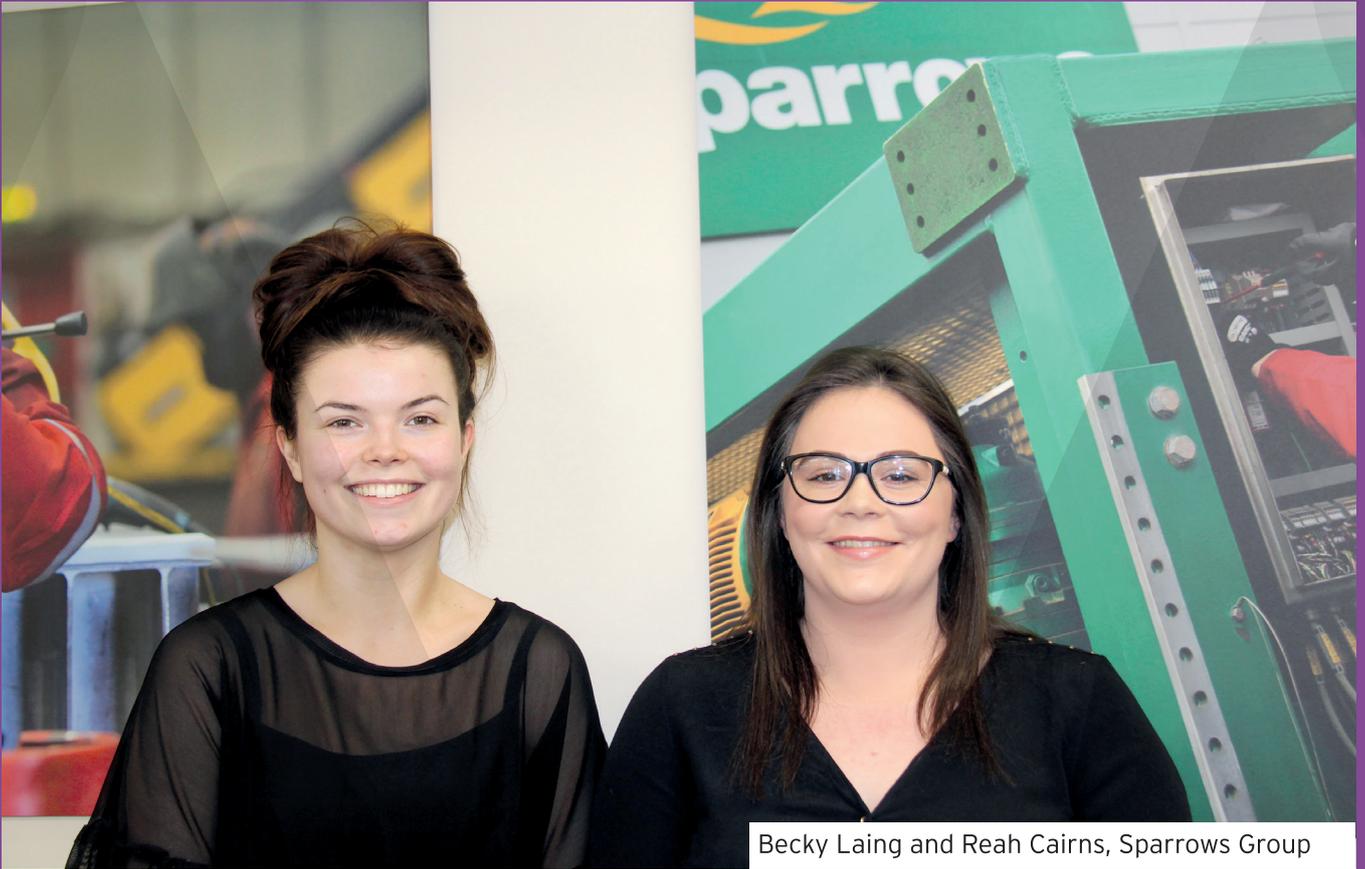
A workplace assessor is assigned to each apprentice on registering for the programme and will make regular visits to your company to carry out assessments and discuss and monitor progress.

BUSINESS & ADMINISTRATION The Training Framework



Note that the diagram is purely illustrative and the apprentice will be working towards the SVQ plus the Core Skills qualifications at the same time.

Apprentice experience



Becky Laing and Reah Cairns, Sparrows Group

Becky Laing and Reah Cairns, employed by Sparrows Group, have completed their Level 3 Modern Apprenticeship in Business and Administration through NESCol.

Reah works within the Finance team as an Accounts Assistant and Becky as a Trainee Inspection Support Engineer within the Inspection Services team.

Reah comments, *"An apprenticeship gives you the opportunity to use your work to your advantage in relation to gaining a qualification. The MA involved dedicating my time within work to illustrate my knowledge and understanding of particular skills, for instance problem solving and data reporting.*

"Initially I was guided on a regular basis by my assessor – but after 6 months, I was encouraged to think independently and I grew in confidence so that I could assess my day-to-day work situations. This allowed me to demonstrate skills within the apprenticeship and to build a portfolio of evidence for the final assessment."

Contact Us

To secure a place for your Modern Apprentice or to find out more about the MA programme please contact us and we will be happy to see how we can help you.

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